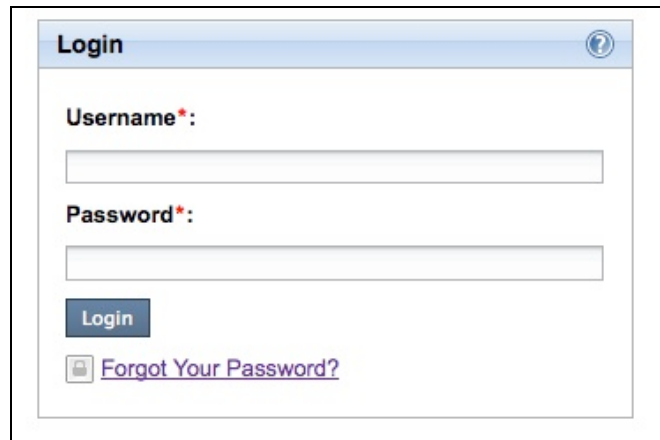**Instruction to log in to PowerSource or to check if your account exists:**

1) In your web browser, go to:

powersource.pearsonschoolsystems.com

2) On the right, you will find the Username and Password fields. Enter your email address as your Username. If you believe that you know your password enter it in the Password field. **If you do not know your Password, skip to Step 4.**

3) Press the Login button. If both are correct, you will be logged in to the PowerSource site. If the Username or Password is incorrect, you will be advised.

4) If you received the error message (or you skipped to this step from **Step 2**) click the **"Forgot Your Password?"** link. On the following page you will be directed to enter your Username (your email address). After entering your Username and clicking the Submit button, you will receive an email with your temporary password.

If you do not receive this information via email within a few minutes, it is most likely the case that your account is not set up at this time.

If this is the case, contact Leon Nelson via email and we will have your account created today. You will receive an email once your account is created. You will then need to repeat **Step 4** above in order to receive your temporary password.